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Assistant Chief, DD/P Administration

3 November 1953

25X1A9a ATTN : [REDACTED]

## RI Index Duplicating Procedure

REF : Status Report from Asst. Management Officer (DD/P Area)  
dated 26 October 1953

1. The special carbon developed on an experimental basis for use of duplicating certain index cards maintained in overseas stations has been submitted to Chief, RI for test purposes.
2. Results of the tests have proven satisfactory and the Chief, RI has agreed that use of this special carbon will eliminate the necessity for time and material expenditure in spraying. (Reference memorandum dated 3 September 1953)
3. The estimated cost of these forms will be \$25 to \$30 per thousand consisting of two 3"x5" index cards with top stub and snap-out carbon number L-416, Black, initial requisition to be transmitted by Chief, RI will be for 50,000 forms.

[REDACTED] Management Examiner

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[REDACTED]  
Assistant Management Officer, (DD/P Area)

Document No. 1  
 NO CHANGE in Class. ☐  
☐ DECLASSIFIED  
 Class. CHANGED TO: SECRET S (C)  
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